



**Programme Manager  
Leadership & Quality in Healthcare  
Job Ref. No: RCPI-04-12**

**Position Specification**

Position Title:	Programme Manager, Leadership & Quality in Healthcare
Position Status:	Fixed Term Contract (12 Months)
Department:	EPD
Hours:	35 hours per week
Reporting to:	Head of EPD
Location:	Frederick Street
Job Ref No:	RCPI-04-12
Closing Date:	February 2012

**The Royal College of Physicians of Ireland**

The mission of The Royal College of Physicians of Ireland (RCPI) is to develop and maintain high professional standards in specialist medical practice in order to achieve optimum patient care and to promote health nationally and internationally. Through its Faculties and Committees, RCPI has responsibility for the postgraduate education and training of doctors in Ireland in twenty-five medical specialties.

RCPI is fully committed to playing a full and proactive part in the transformation of the health service, as evidenced by its involvement in many strategic initiatives with the Medical Council, the Health Service Executive, the Department of Health and Children, and other Irish postgraduate medical training bodies. RCPI also aims to build positive relationships between the medical profession and the public through public education and engagement.

**Function Overview**

This position is based within the Education and Professional Development (EPD) function of RCPI. This function is responsible for development and delivery of an extensive range of postgraduate medical educational programmes for doctors in training and for fully qualified specialists; the development of specialist training curricula and assessment methods and the ongoing evaluation of all programmes and curricula.

RCPI's EPD function has recently undertaken a Healthcare Quality Improvement (QI) initiative in collaboration with the HSE's Directorate of Quality & Patient Care and the Directorate of Clinical Programmes & Strategy. The objective of this initiative is to build QI capability within the health system.

## **Position Summary**

An opportunity now arises to appoint a Programme Manager to work with the Director of Leadership and Quality in Healthcare to implement RCPI's QI strategy and deliver on the associated objectives. Reporting to the Head of EPD, the Programme Manager will work closely with the Director of the Leadership & Quality in Healthcare, the National QI Steering Group and the Leadership & Quality Working Group.

## **Responsibilities include**

- Play a key role in the delivery of RCPI's QI objective
- Take a lead role in the planning and project management of the objectives of the QI Steering Group's medium term strategy
- Develop and ensure adherence to project schedule and maintain focus of project on objectives
- Support the development of high quality educational events in QI
- Support and assist in the development of high quality specialist documentation and publications
- Perform key research activities as required
- Develop and implement a communications plan to raise awareness of the initiative across the national and international medical community and public domain
- Ensure maximum use of online opportunities to achieve objectives of communications plan
- Support the development of a QI network and online space for the initiative and members of the network
- Manage and co-ordinate activities of the QI Steering Group and associated Working Groups including scheduling of meetings, preparing meeting documentation, recording minutes and following up on action items
- Prepare and present project updates to high level multidisciplinary stakeholders on a structured basis
- Capture issues and queries that arise and resolve through the appropriate channels
- Communicate with all parties in a professional and efficient manner and ensure requests are dealt with in a timely manner

## **Job Requirements**

### **Mandatory**

- Relevant third level qualification, ideally in a science, healthcare, quality or educational area with proven capability and a minimum of 3 years experience in a comparable or relevant role
- Project management training and demonstrable project management skills
- Excellent communication, presentation, leadership and influencing skills with the ability to drive consensus among various internal and external stakeholders
- Demonstrated capability and sensitivity to manage key business relationships as the role involves a high degree of interaction and collaboration with key stakeholders
- Self-starter with high motivation and the ability to work flexibly on own initiative and as part of a team to achieve goals within agreed timeframes
- Strong writing skills with experience in drafting and preparing reports, letters, presentations etc.

- Proven organisational capability and high levels of personal effectiveness
- Strong intellectual, analytical and thinking skills
- Strong IT capability, in particular advanced MS Excel, Word & Access skills, and the ability to work efficiently with multiple systems of information
- Excellent attention to detail

### **Desirable**

- Knowledge of and experience with internet communications

### **Particular to this position**

*Conditions specific to this post (if any):*

This role is being filled on a fixed term contract basis for a period of 12 months. Some flexibility around working hours will be required in response to the varying demands of the role.

### **Equal Opportunities Policy**

RCPI is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community

### **Application Procedure**

Candidates should submit a detailed cover letter together with a full curriculum vitae to include the names and contact details of 2 referees (email addresses if possible) to [jobs@rcpi.ie](mailto:jobs@rcpi.ie)

If you have any query regarding this position, please contact: Ms. Sinead Corcoran, HR Executive, RCPI, Frederick House, 19 South Frederick Street, Dublin 2. Tel: +353 1 8639700